



FEMA

BUILDING CODES TOOLKIT

## Basic Project Planning Template

**Purpose:** This document equips property owners with a template that they can use to understand the basic planning elements of a construction project that local building department and design professionals usually require and/or consider.

**NOTE:** FEMA recommends seeking advice and assistance from local building department and design professionals as part of the planning process.

**Target User:** Property owners.

Address of Property or Assessor's Parcel Number (APN):

Owner's Name:

Owner's Address:

Owner's Phone Number:

Type of Construction:

- ☐ *New construction/modular*
- ☐ *Mitigation or retrofit work*
- ☐ *Alteration, repairs or additions to existing buildings or structures*
- ☐ *Rehabilitation of historic property*
- ☐ *Demolition*
- ☐ *Foundation only*
- ☐ *Relocation*
- ☐ *Plumbing, mechanical, electrical systems*
- ☐ *Green project*

Description of Work:

Funding:

Architect/Engineer:

Design Plan:

General Contractor:

Timeline:

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Drawings and Plots (i.e. property dimensions, streets, underground utilities and easements, etc.):

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### Building Permit:

Does the construction project require a building permit?

- ☐ Yes  
☐ No

\*A separate permit may be required for each individual structure outlined in a project (e.g. house, swimming pool, detached garage). A separate permit may be required if your project entails major upgrading or if multiple disciplines are involved such as electrical, cooling/heating (HVAC) and plumbing.

If yes, at what times during your project is it recommended that you schedule inspections?

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### Inspection Schedule

You may have a number of inspection requirements during your construction project depending upon the type of project and the permits it requires. Please consult your local building department for requirements that pertain to your project. Permit requirements, details, and inspections will vary depending on the type of project you are planning.

Type of Inspection:

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Date:\_\_\_\_\_ Time:\_\_\_\_\_

Pass/Fail: \_\_\_\_\_

Type of Inspection:

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Date:\_\_\_\_\_ Time:\_\_\_\_\_

Pass/Fail: \_\_\_\_\_

Type of Inspection:

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Date:\_\_\_\_\_ Time:\_\_\_\_\_

Pass/Fail: \_\_\_\_\_

Type of Inspection:

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Date:\_\_\_\_\_ Time:\_\_\_\_\_

Pass/Fail: \_\_\_\_\_

Type of Inspection:

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Date:\_\_\_\_\_ Time:\_\_\_\_\_

Pass/Fail: \_\_\_\_\_

### Project Completed

Date:\_\_\_\_\_ Pass/Fail: \_\_\_\_\_